

# LIFE2.NOW

## MASTER YOUR PRIORITIES

### WEEK OF:

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**Step 1.** Create a brain dump list. Grab a piece of paper and jot down any to do's that are taking up space in your brain. Don't hold back. Just get everything down on paper. We often think our list is much bigger than it is. But what happens is that we go around in loops with the same information, stressing ourselves out and wasting precious energy!

**Step 2.** Chunk it. What activities can be done together in one block of time? For example, paying the electricity and phone bill can be done together. Certain errands can be done together in one outing. Certain work activities can be chunked together as well.

**Step 3.** Prioritize. What are the top 5 essential tasks for the week? It often feels that we have to get it all done right now. But if we examine our brain dump list, we often realize that only a handful of items usually need to get done that week.

**Step 4.** Calendar your 5 essential weekly tasks. When can I Schedule these activities ? Pencil in what day and time you plan to do these 5 activities. Treat these activities like you would an important doctor's appointment. If you must reschedule, do so, but make sure it goes on the calendar. Now schedule 1-2 fun or relaxing activities. They can be as short as 5-10 minutes!

**Step 5.** Execute and celebrate. At the end of the day, what do I want to be able to celebrate? You've got this this! Just get it done! Remember, not everything needs to get done all at once. If you follow this simple system, you will have more clarity, less stress, more peace of mind, and more time to do things you enjoy! Celebrate by acknowledging what you accomplish each day!

**NOTES:**